

## **MADERA COUNTY**

### **ADMINISTRATIVE ASSISTANT**

#### **DEFINITION**

Under direction, to perform a variety of responsible and complex secretarial and administrative duties involved in providing assistance to a County department; to provide general information and assistance to the public; and to do related work as required.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over lower level clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, organizes, and carries out administrative assignments; collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs in the assigned area; writes reports which present and interpret data, identify alternatives, and make and justify recommendations; participates and assists in the administration of the assigned office; supervises, organizes, and manages all office activities associated with the office; recommends policy and procedural changes related to support services within the assigned office; relieves administrator of a variety of administrative details; serves as initial contact/resource person for the assigned office; screens calls, visitors, and mail; responds to complaints and requests for information and assistance; interprets and explains regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, County staff, representatives of other organizations, and others; researches and gathers information to provide accurate answers and information; refers more technical questions or issues to appropriate County staff; ensures follow up to unanswered inquiries; types, formats, and proofreads a wide variety of reports, letters, memoranda, statistical charts, and other documents and materials; types from rough draft, verbal instruction, or transcribing machine recordings; reviews drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts; designs and implements forms; independently composes letters, memoranda, or basic reports from general instructions or information related to assigned responsibilities; arranges for or distributes copies of material; directs the work activities of assigned clerical personnel; prioritizes and coordinates work assignments; reviews work for accuracy; participates in selecting, training, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; initiates and maintains a variety of files and records for information related to the assigned office; sets up and maintains computer databases and files for the assigned department; maintains budget, purchasing, and other records to assist in the management or administration of departmental programs; maintains personnel records including payroll, attendance, leave balances, and other personnel and confidential forms; maintains and reconciles fiscal records, ledgers, and statements; processes bills, expense claims, and other documents; prepares and submits claims for monthly bills; balances cash received and prepares deposits; maintains petty cash fund; prepares contract invoices for payment; ensures proper filing of documents in departmental or central files; files and retrieves confidential documents; maintains confidentiality of sensitive information; maintains and updates resource materials; assists in a variety of department operations; performs special projects and assignments as requested; oversees the day to day operations of the computer network system for the assigned office including installing, maintaining, troubleshooting, repairing, and modifying computer and network hardware, software, and peripheral equipment to ensure the proper and efficient operation of the assigned computer network; maintains calendars of department activities, meetings, and various events; schedules County staff meetings or meetings between County staff and other groups or organizations; arranges for necessary materials to be available at meetings; coordinates travel arrangements for department staff as necessary; serves as secretary to various committees, commissions,

and task forces; prepares, copies, and distributes meeting agendas and related materials, minutes, resolutions, or other formal documents; operates a variety of modern office equipment including copiers, computers, word processors, and printers to enter and retrieve data and produce various documents and reports; orders office supplies; verifies purchase orders.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Office management principles.

Principles and practices of fiscal, statistical, and administrative data collection, record keeping, and report preparation.

Principles of budget preparation and expenditure control.

Principles of supervision and training.

Word processing methods, techniques, and programs.

Principles of business letter writing.

Principles and procedures of record keeping.

Techniques used in public relations.

Modern office practices, methods, and computer equipment.

English usage, spelling, grammar, and punctuation.

Mathematical principles.

#### **Skill to:**

Operate modern office equipment including computer equipment.

Type at a rate of 45 words per minute from clear, legible copy.

Take and transcribe meeting minutes.

#### **Ability to:**

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Learn the operational characteristics, functions, and procedures of the computer network system used in the assigned office.

Learn to install, maintain, troubleshoot, repair, and modify computer and network hardware, software, and peripheral equipment.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Work cooperatively with other departments, County officials, and outside agencies.  
Respond to requests and inquiries from the general public.  
Compile and maintain complex and extensive records and prepare routine reports.  
Assume responsibility and exercise judgment in a variety of situations, while recognizing scope of authority.  
Provide supervision, training, and work coordination for other office staff.  
Assist with budget preparation and expenditure control.  
Deal tactfully and courteously with the public and other County staff when providing information about department functions, policies, procedures, and programs.  
Maintain confidentiality of sensitive information.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of increasingly responsible administrative secretarial, administrative assistant, office management, or related experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or course work in office practices, office management, business administration, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995